



INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. **880224-01**

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address <i>Office of the Commissioner of Insurance</i> Georgia Insurance Department Agents Licensing Division-Computer Operations Rm. 616, West Tower, Floyd Bldg. Atlanta, GA 30334	Application Number	88-25
Application Number		Date Received FEB 24 1988	Date Completed JUN 30 1988

2. Person to Contact **Debbie Richardson** Working Title **Computer Operations Supervisor** Telephone Number **656-2100**

3. Action Requested

- a. ☒ Establish Retention Schedule; record will continue to accumulate.
b. ☐ Dispose of present accumulation; no further accumulation anticipated.
c. ☐ Amend Application No. _____ Check One: ☐ Change; ☐ Supersede; ☐ Void

4. Dates of Series

Earliest **July 1985** Latest **To Date**

5. Records Series Title (followed by title used in office, if different)

Permit Renewals and Re-exam Permit Applications

6. Division and Office Function

What is the function of the Division and the Office in which this record series is created?

The Agents Licensing Division is responsible for the legal licensing of agents, counselors, brokers and adjusters for all classes of insurance by strict enforcement of the qualification requirements for all applicants.

The Computer Operations Section is responsible for batching and processing first time license applications, renewals, certificate of authority request and annual listings, re-examination permits, permit renewals, bad checks, redeposits and refunds and balancing such with the fiscal department. The section also processes all insurance examinations and issues and prints licenses, failure notices, permits and letters of certification/clearance letters to agents applying for licenses in other states.

7. Record Series Description

This file contains the following documents (include form numbers and titles, if any):
Attach samples of the file.

Documents relating to:

Renewing expired examination permits and applications for re-examination of failed exams.

Included are:

Form A-1 - Application for Examination Permit
Failure notification of Insurance Examination
Batch Control Sheets, Batch Detail Lists

File is arranged:

Chronologically by Fiscal Year; thereunder numerically by assigned Batch number.

8. Monthly Reference Rate

How often are records referred to which are:

One to six months old 20; Seven to twelve months old 10; Thirteen to twenty-four months old 5;
twenty-five months and older 1?

9. Annual Rate of Accumulation of Records

Letter-size drawers _____; Legal-size drawers _____; Shelves 3; Other (specify) _____

	If not, where is it?
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	<u>0</u> years.	d. Audit period	<u>1</u> years.
b. Statute of limitation	<u>2*</u> years.	e. Administrative need	<u>2 1/2</u> years.
c. Federal law	<u>0</u> years.	f. Federal retention instructions	<u>0</u> years.

*see attached sheet

Attach copy or excerpt of laws or regulations. Explain administrative need.

Information is needed to verify receipts of payments, and for reference in the event a certificate is not renewed in one year, but renewal is requested in a subsequent year. Also used in the event legal action is initiated against agents who have not acquired the proper licenses or certificates of authority.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area 6 month(s) _____ year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 2 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Jimmy Holbrook</i>	<i>2-22-88</i>	<i>Fred Anderson</i>	<i>2-23-88</i>
880224/01		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	<i>4-29-88</i>
		Secretary of State/Designee	<i>4/27/88</i>
		Attorney General/Designee	<i>4/26/88</i>